

Information Management

Reduction and Control of Information Transfer in an Emergency (MINIMIZE)

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SUMMARY of CHANGE

AR 25-10

Reduction and Control of Information Transfer in an Emergency (MINIMIZE)

This revision--

- o Incorporates information mission area technology.
- o Expands the scope of the regulation to include the control of voice, data, and electronic mail traffic (para 1-5).

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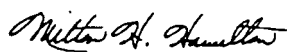
Information Management

Reduction and Control of Information Transfer in an Emergency (MINIMIZE)

By Order of the Secretary of the Army:

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General, United States Army
Chief of Staff

Official:



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Administrative Assistant to the
Secretary of the Army

History. This UPDATE printing publishes a revision of this publication. Because the publication has been extensively revised, the changed portions have not been highlighted.

Summary. This regulation prescribes the policies, responsibilities, and procedures for reducing and controlling the volume of information entering information transfer systems

(to include voice, data, and electronic mail traffic) during periods of emergency.

Applicability. This regulation applies to the Active Army, the Army National Guard (ARNG), the U.S. Army Reserve (USAR), and all users of Army information transfer facilities and systems.

Proponent and exception authority. Not applicable

Army management control process. This regulation is not subject to the requirements of AR 11-2. It does not contain internal control provisions.

Supplementation. Supplementation of this regulation and establishment of command and local forms are prohibited without prior approval from HQDA (SAIS-PS), WASH DC 20310-0700.

Interim changes. Interim changes to this regulation are not official unless they are authenticated by the Administrative Assistant to the Secretary of the Army. Users will destroy

interim changes on their expiration dates unless sooner superseded or rescinded.

Suggested Improvements. The proponent agency of this regulation is the Director of Information Systems for Command, Control, Communications, and Computers. Users are invited to send comments and suggested improvements on DA Form 2028 (Recommended Changes to Publications and Blank Forms) directly to the Commander, U.S. Army Information Systems Command, ATTN: OPS-MP, Fort Huachuca, AZ 85613-5000.

Distribution. Distribution of this publication is made in accordance with the requirements on 09-E, block 3083, intended for command level B for Active Army, ARNG, and USAR.

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Glossary

*This regulation supersedes AR 105-34, 16 July 1973.

RESERVED

Chapter 1 Introduction

1-1. Purpose

This regulation assigns responsibilities and prescribes policies and procedures for the reduction and control of information transfer during periods of emergency.

1-2. References

Required and related publications and referenced forms are listed in appendix A.

1-3. Explanation of abbreviations and terms

Abbreviations and special terms used in this regulation are explained in the glossary.

1-4. Responsibilities

a. The Director of Information Systems for Command, Control, Communications, and Computers (DISC4) will coordinate all actions concerning MINIMIZE at the Department of Defense (DOD) and Joint Chiefs of Staff (JCS) levels.

b. Principal HQDA officials and commanders at all levels will—

(1) Ensure MINIMIZE procedures are complied with.

(2) Ensure the meaning and importance of MINIMIZE are fully explained.

(3) Ensure procedures are established to effect wide and rapid distribution of instructions to MINIMIZE, or its contents, immediately upon receipt.

(4) Ensure individuals authorized to release information review all outgoing messages so only essential traffic is released for electrical transmission.

(5) Immediately inform all authorities within their immediate headquarters who exercise local control over information transfer facilities of the imposition of MINIMIZE.

(6) Inform authorities of activities served by the information transfer facilities of the imposition of MINIMIZE.

(7) Maintain continuous surveillance of the traffic volume and status of information transfer facilities.

(8) Evaluate, during MINIMIZE, the effectiveness of MINIMIZE procedures.

(9) Establish procedures for transferring nonessential information during MINIMIZE conditions. This information should be forwarded by mail, courier, or other means available. Transfer will not be delayed until the MINIMIZE condition is canceled; this delay could overload information transfer networks immediately and create a serious backlog.

c. Commanders of unified and specified commands should inform the JCS in all instances when MINIMIZE is imposed or canceled within their commands.

d. Army component commanders will notify the commander of the unified or specified command in which they are located when MINIMIZE is imposed on originators of traffic destined for addressees within their area of responsibility. Justification for the MINIMIZE will be provided.

1-5. MINIMIZE principles

a. The term MINIMIZE refers to the required reduction of nonessential information transmitted by electrical means. When an actual or simulated emergency occurs or is anticipated, the imposition of MINIMIZE may be necessary to reduce the volume of record, data, and voice communications transmitted over U.S. military owned or leased information transfer networks, such as automatic digital network (AUTODIN), Defense Switched Network (DSN), Defense Data Network (DDN), automatic voice network (AUTOVON), and automatic secure voice communications (AUTOSEVOCOM). This clearing of nonessential traffic from information networks is required to facilitate prompt transmission of essential traffic.

b. Essential traffic during MINIMIZE conditions is—

(1) Traffic of any precedence that must be transmitted electrically in order for the command or activity concerned to avoid detrimental impact on mission accomplishment or safety of life.

(2) Limited to the minimum amount of information necessary for the purpose. Text should be shortened and authorized abbreviations used.

c. MINIMIZE is imposed by commanders upon users (that is, message traffic originators and releasers). Information transfer networks and facilities do not automatically screen traffic for appropriateness under MINIMIZE conditions. Therefore, it is imperative that users strictly control information to be transferred by the networks during MINIMIZE.

Chapter 2 Authority to Impose MINIMIZE

2-1. Authority of commanders

The authority to impose MINIMIZE is inherent in command responsibility; it is not limited unless specifically denied by the appropriate higher authority. A commander imposing MINIMIZE may notify other commands and U.S. Government agencies, as appropriate, of this action. The commander may request that other commanders or chiefs of agencies impose MINIMIZE on all users required to communicate with activities in the MINIMIZE area. The authority to impose MINIMIZE in certain geographic areas is shown in table 2-1. Instructions for preparing and processing joint general messages are in Allied Communications Publication (ACP) 121 US SUPPL-1 () (C).

2-2. Jurisdiction

a. *Worldwide*. The authority to impose MINIMIZE worldwide and within a specified area is limited to the JCS. The JCS will release general instructions to all U.S. military activities concerned. There is no requirement for separate additional notification.

b. *Continental United States (CONUS)*. CONUS is a single area of command responsibility under the jurisdiction of the JCS.

c. *Army component headquarters of unified and specified commands*. Commanders of Army component headquarters of the unified and specified commands are authorized to take the following actions:

(1) Impose MINIMIZE upon all or part of their areas of command responsibility.

(2) Impose MINIMIZE by releasing the appropriate general instructions to all concerned military activities and information transfer facilities. Separate Service instructions are not required.

(3) Request that the JCS or other commanders impose MINIMIZE on users in other areas originating traffic destined for addressees in their area of command responsibility.

d. *Army component commands*.

(1) Commanders of Army component commands may impose MINIMIZE only within their commands.

(2) When, because of local circumstances, Army component commanders consider it necessary to impose MINIMIZE on originators of traffic destined for addressees within their areas of command responsibility, component commanders will forward their recommendations for MINIMIZE and substantiating justification to the unified or specified commander of the area in which they are located.

e. *Other commands*. The Administrative Assistant to the Secretary of the Army, as the surrogate commander of Headquarters, Department of the Army (HQDA), as a MACOM; MACOM commanders and their major subordinate commanders; and installation commanders may impose MINIMIZE when it is necessary to reduce the flow of information within their areas of responsibility. Local notification procedures will be established to inform users within the affected command of the imposition of MINIMIZE. When the imposition of MINIMIZE will affect users outside the command's area of responsibility, such as reducing the flow of information into the area, a request to impose MINIMIZE on a wider basis will be

forwarded, through the chain of command, to the DISC4, HQDA. Substantiating justification will accompany the request.

Table 2-1
Authority to impose MINIMIZE over a geographic area(1)

General geographical area	Authority over all originators within area(2)	General message used
Worldwide (unclassified basis)	JCS	ALMILACT
Worldwide (classified basis)	JCS	ALSVMACT
LANTCOM	CINCLANT	LANTCOMACT
USSOUTHCOM	USCINCSO	USSOCOMACT
USEUCOM	USCINCEUR	EURCOMACT
PACOM	CINCPAC	PACOMACT

Notes:

¹ All messages related to MINIMIZE conditions originated by the JCS or commanders of unified and specified commands will contain National Communications System (NCS) or Defense Communications Agency Operations Center (DCAOC) as an action addressee.

² The JCS has MINIMIZE authority over originators outside the minimized area whose traffic will pass into the area minimized.

Chapter 3
General Policy for MINIMIZE

3-1. Reason for the reduction and control of traffic

In an actual or simulated emergency, when information transfer capacity will be or is severely overloaded, it may be necessary to drastically reduce message, voice, and data traffic to ensure prompt handling and transmission of vital information.

a. The directions to reduce traffic will be made by issuing the following or similar instructions to MINIMIZE: "It is now mandatory that normal message, voice, and data traffic be reduced drastically in order that vital messages connected with (the situation indicated) will not be delayed."

b. Because of its drastic nature and widespread effect, MINIMIZE will not be imposed indiscriminately nor prematurely.

c. MINIMIZE will normally be confined to the area of responsibility or command controlled by the imposing authority. If it becomes necessary to reduce and control messages outside of, but flowing into or through, the affected area, assistance will be requested through command channels to the command authorized to impose MINIMIZE. Until such assistance is requested and directed, information transfer facilities and systems controlled by other than the initial imposing authority will not be affected.

3-2. Imposing MINIMIZE

a. MINIMIZE will be imposed automatically worldwide, nationwide, or within a command when any of the defense conditions shown below are declared. (For exercises, see paragraph 4-1a(4).)

- (1) Defense readiness condition (DEFCON) 2 and 1.
- (2) Defense emergency.
- (3) Air defense emergency.

b. When DEFCON 3 is declared, MINIMIZE will be an optional action; based on specifics of the contingency situation, it will be either withheld or imposed by the declaring authority (JCS or the unified or specified command concerned).

c. Notification using the joint general message format will also be transmitted by the JCS or the command concerned, as appropriate. Compliance with MINIMIZE will not await receipt of the MINIMIZE message copy.

d. The instructions imposing MINIMIZE will—

- (1) Consist of the word "MINIMIZE" followed by the scope, reason (if required), and duration of its imposition (if known).
- (2) Include the type of traffic, information transfer service, or circuits to be MINIMIZED or exempted from MINIMIZE when pertinent.

(3) Be classified or unclassified in accordance with AR 80-5.

e. The imposition or modification of MINIMIZE will be passed immediately to all potential information originators. Messages imposing MINIMIZE normally will be assigned an IMMEDIATE precedence.

f. When MINIMIZE has been imposed, and it is essential to transmit a message by electrical means, the message will include the phrase "MINIMIZE considered" in the special instructions block of the DD Form 173 (Joint Message form).

3-3. Cancellation or modification of MINIMIZE conditions

a. A MINIMIZE condition may be canceled or modified only by the imposing or appropriate higher authority.

b. The JCS or the command concerned, as appropriate, will cancel MINIMIZE when no longer required. The instructions canceling MINIMIZE will—

(1) Consist of the phrase "Cancel MINIMIZE" followed by the scope (area and mode of information transfer; for example, voice, record, or data) of the condition to be canceled.

(2) Include the effective date and time, if pertinent.

(3) Show the duration of the MINIMIZE condition, if known, at the time of imposition; the cancellation may appear in the original instructions.

c. If an additional or new MINIMIZE requirement arises during a MINIMIZE condition, the authority aware of the requirement will refer the issue for resolution to the appropriate authority. The instructions modifying MINIMIZE will identify the original instructions that imposed MINIMIZE and announce the effective date and time that MINIMIZE is modified and the scope of the modification. If the duration of the MINIMIZE condition is known at the time of imposition, the cancellation may appear in these instructions.

3-4. Control of reports and directives during MINIMIZE

a. All Army regulations, command regulations, and similar documents establishing requirements for electrical transmission of reports will contain instructions for their transfer or other disposition during MINIMIZE conditions.

b. 15, paragraph 2-10, the request for approval of management information requirements will indicate submission requirements under MINIMIZE conditions.

c. Special functional area (for example, personnel, finance, and logistics) directives will include appropriate guidance applying to electronic message drafting officials during MINIMIZE.

Chapter 4
Application of MINIMIZE

4-1. Achieving MINIMIZE

MINIMIZE restrictions apply to users of any or all U.S. military information transfer networks and are implemented by issuing an order to MINIMIZE.

a. *Determining the need for MINIMIZE.*

(1) Determining the need for MINIMIZE is a command decision based on the following factors:

(a) Capability to respond to orders from higher headquarters.

(b) Impact on subordinates and commanders in adjacent and other areas.

(c) Degree of operational necessity, based upon present indications or past experience.

(d) Loading of the switched networks of the Defense Communications System (AUTODIN, AUTOVON, AUTOSEVOCOM, DSN, and DDN).

(2) When MINIMIZE is deemed necessary, the scope of its application must be determined before it is imposed. The scope will be limited to the minimum number of users and selected stations or networks.

(a) Any decision to impose MINIMIZE should first consider the voice systems (AUTOVON, AUTOSEVOCOM, or DSN). To ensure that the imposition of MINIMIZE is not premature regarding the record or data networks (AUTODIN or DDN), commanders at all echelons authorized to impose MINIMIZE will coordinate with the Defense Communications Agency (DCA) headquarters (for CONUS) or the commander of the respective DCA area (Europe or Pacific); this coordination is necessary to determine if the record networks are experiencing any traffic difficulty.

(b) Based on the information provided by DCA, certain decisions regarding the imposition of MINIMIZE can be reached. DCA, once alerted that consideration is being given to impose MINIMIZE, will monitor network conditions. When a congestion is detected in the network, DCA will advise the appropriate commander.

(3) Every effort will be made to limit the scope of MINIMIZE to specific facility locations or boundaries within an area of command responsibility until the situation that necessitated MINIMIZE changes with respect to its impact on a broader area. For example, a major outage disrupting communications to Guam or Okinawa may not result in the imposition of MINIMIZE throughout the Pacific area. Likewise, a situation that requires MINIMIZE in the Heidelberg, Germany, area may not be the sole cause for the Commander in Chief, U.S. Army, Europe (CINCUSAREUR), to impose MINIMIZE throughout the U.S. Army, Europe (USAREUR), area of responsibility.

(4) During exercises, when a simulated change in readiness posture has been implemented, MINIMIZE will not be imposed automatically, as stated in paragraph 3-2a, but will be imposed as actual conditions warrant.

b. Procedure for imposing MINIMIZE.

(1) The instructions imposing MINIMIZE—

(a) Will clearly indicate that the imposition of MINIMIZE is an order issued by the appropriate commander concerned.

(b) Will indicate the type of traffic (voice, data, or record) to be minimized.

(c) Should be unclassified to permit wide and speedy dissemination of information to the greater number of traffic originators.

(d) May be classified if the reason for imposition is classified or other operational security requirements must be considered. Consideration will be given to issuing additional classified instructions with a more limited routing arrangement.

(2) The Military Affiliate Radio System (MARS) is not included under the general MINIMIZE declaration. However, the MINIMIZE declaring authority may specifically include MARS in certain locations should it be determined that such facilities are required to support the operational mission of the declaring authority.

(3) Originators of information to be transferred must apply the criteria listed below during periods of MINIMIZE. Only messages, information, or calls that meet these criteria are authorized during periods of MINIMIZE.

(a) Immediate mission or operation will be adversely affected if proposed information is not electrically transmitted.

(b) The message, information, or call is vital and urgent or within a category exempted from MINIMIZE by the imposing authority.

4-2. Command and control during MINIMIZE

a. Upon imposition of MINIMIZE or changes in the defense readiness posture, each commander will immediately inform all authorities within the immediate headquarters who exercise local control over use of information transfer facilities that MINIMIZE is in effect. The commander will also inform all authorities of other activities served by the information transfer facilities.

b. To control the input of information traffic into telecommunications networks during the imposition of MINIMIZE, staff members, preparers, and releasing officers of messages should be thoroughly instructed in MINIMIZE procedures. Instructions will be included in

administrative directives; for example, headquarters directives or staff memorandums.

c. In addition to the responsibilities in paragraph 1-4, commanders will ensure the following command and control procedures are implemented:

(1) Record traffic forwarded by electrical transmission will be reviewed to determine and correct deviations from MINIMIZE guidance.

(2) Actions that will improve processing information transfer traffic will be recommended to higher authority.

(3) Message releasing authority during MINIMIZE will be restricted to those individuals who are aware of the current situation that necessitated MINIMIZE. Such authority will include explicit identification of authority for final determination of qualification and priority for release under MINIMIZE.

(4) Individuals having message releasing authority will review all record communications using address indicating groups (AIGs) or other collective addressees to ensure that only those messages that qualify for MINIMIZE are transmitted to areas under MINIMIZE. Should addressees within an AIG require deletion due to MINIMIZE, the servicing information transfer facility will provide procedures for this process.

d. Releasers will be required to review all record traffic being processed that has not been released, or has been released but not yet received at the servicing information transfer facility, and all subsequent record traffic to ensure that—

(1) It qualifies for release under the provisions in force, and the words “MINIMIZE considered” are stated on the messageform but are not part of the text. Nonessential record traffic will be returned to the office of origin with the reason for its return.

(2) Electrical transmission is essential.

(3) The lowest precedence is used consistent with the objectives for message handling.

e. Releasers will not release for transfer by electrical means any information that is subject to MINIMIZE unless the information is essential as defined in paragraph 1-5b.

f. Individual authority to originate or approve long-distance telephone calls, data, or E-Mail transfers will be limited to the commander or designated representative when MINIMIZE is imposed on users of voice or data information transfer facilities.

g. The use of AUTOVON, AUTOSEVOCOM, DSN, and commercial long-distance circuits will be kept to a minimum. Calls expected to exceed 3 minutes will be authorized by the commander or designee. Calls placed through military or Government switchboards will use the Joint Uniform Telephone Communications Precedence System (FLASH, IMMEDIATE, PRIORITY, ROUTINE), and authority and applicability of precedence will be verified by switchboard operators.

h. When MINIMIZE is imposed, the individual in charge of an information transfer facility having outgoing information on hand that has not yet been processed for transfer will normally return all such traffic to originators for reconsideration as to whether it should be dispatched under the MINIMIZE provisions in force. To ensure prompt processing and transfer of high precedence (urgent and critical) information, commanders may prescribe local procedures for handling the traffic promptly.

4-3. Control of information transfer facilities during MINIMIZE

a. When notified of MINIMIZE, authorities controlling information transfer facilities will issue instructions to immediately reduce information already in the transfer system and on hand for transfer.

b. The instructions will provide for—

(1) Screening of information on hand.

(2) Referral back to the originator.

(3) Transfer by mail or other means.

(4) Screening of information already in transfer channels.

c. Detailed instructions relating to the processing of messages by telecommunications facilities during periods of MINIMIZE are contained in ACP 121 US SUPPL-1(C).

Appendix A References

Section I Required Publications

ACP 121 US SUPP-1(C)

Communications Instructions—General. (Cited in paras 2-1 and 4-3c.)

AR 380-5

Department of the Army Information Security Program. (Cited in para 3-2d.)

Section II Related Publications

A related publication is merely a source of additional information. The user does not have to read it to understand this regulation.

ACP 134()

Telephone Switchboard Operating Procedure

AR 25-6

Military Affiliate Radio System (MARS)

AR 335-15

Management Information Control System

FM 11-490-2

Army Communications Facilities: Telecommunications Center Operating Procedures

JANAP 128()

Automatic Digital Network (AUTODIN) Operating Procedures

JANAP 137()

Automatic Voice Network (AUTOVON) Operating Procedures

Section III Prescribed Forms

This section contains no entries.

Section IV Referenced Forms

DD Form 173

Joint Messageform

Glossary

Section I Abbreviations

AIG

address indicating group

ALARACT

all Army activities

ALMILACT

all U.S. military activities

ALSVCACT

all Service activities

AUTODIN

automatic digital network

AUTOSEVOCOM

automatic secure voice communications

AUTOVON

automatic voice network

CINCLANT

Commander in Chief, Atlantic

CINCPAC

Commander in Chief, Pacific

CINCUSAREUR

Commander in Chief, U.S. Army, Europe

CONUS

continental United States

DCA

Defense Communications Agency

DCAOC

Defense Communications Agency Operations Center

DDN

Defense Data Network

DEFCON

defense readiness condition

DISC4

Director of Information Systems for Command, Control, Communications, and Computers

DOD

Department of Defense

DSN

Defense Switched Network

E-Mail

electronic mail

EURCOMACT

European Command activities

HQDA

Headquarters, Department of Army

JCS

Joint Chiefs of Staff

LANTCOM

United States Atlantic Command

LANTCOMACT

United States Atlantic Command activities

MACOM

major Army command

MARS

Military Affiliate Radio System

NCS

National Communications System

PACOM

Pacific Command

PACOMACT

Pacific Command activities

USAISC

U.S. Army Information Systems Command

USAREUR

U.S. Army, Europe

USCINCEUR

United States Commander in Chief, Europe

USCINCSO

Commander in Chief, United States Southern Command

USEUCOM

United States European Command

USSOCOMACT

United States Southern Command activities

USSOUTHCOM

United States Southern Command

Section II Terms

ALARACT (all Army activities)

A general message assigned to HQDA for the imposition of MINIMIZE or for the issuance of instructions or information, on an unclassified basis, that has worldwide Army application. Distribution would include all U.S. Army activities that use military communications.

ALMILACT (all U.S. military activities)

A joint general message assigned to the JCS for the imposition of MINIMIZE or for the dissemination of other instructions or information, on an unclassified basis, that has worldwide application. Distribution would include all U.S. Army activities worldwide that use military communications.

ALSVCACT (all Service activities)

A joint general message assigned to the JCS for the imposition of MINIMIZE or for the dissemination of other information, on a classified basis, that has worldwide application.

Distribution would include all U.S. Army activities worldwide that use military communications.

EURCOMACT (European Command activities)

A joint general message assigned to USCINCEUR for the imposition of MINIMIZE or for the issuance of other instruction or information that has USCINCEUR command application. Distribution would include all U.S. Army activities located within USCINCEUR's general geographical area of control that use military communications.

Information transfer

Information transmitted, emitted, or received in the form of messages (for example, signs, signals, writing, images, and sounds) of any nature by wire, visual, radio, or other electromagnetic systems. Examples of information transfer networks are AUTODIN, AUTOVON, DSN, and DDN.

Joint general message

A message that is normally transmitted electrically with a general message title and wide standard distribution, thus eliminating the requirement for subordinate commands to readress the message.

LANTCOMACT (United States Atlantic Command activities)

A joint general message assigned to CINCLANT for the imposition of MINIMIZE or for the issuance of information or instructions requiring wide dissemination to forces and activities in the LANTCOM geographical area of responsibility. Distribution would include all CINCLANT subordinate commands for onward distribution as required.

MINIMIZE

The reduction in the volume of information normally transferred by electrical means during actual or simulated emergencies to facilitate the prompt transfer of essential information.

PACOMACT (Pacific Command activities)

A joint general message assigned to CINCPAC for the imposition of MINIMIZE or for the issuance of other instruction or information that has Pacific Command application. Distribution would include all U.S. Army activities located within CINCPAC's general geographical area of control that use military communications.

Specified command

A command that has a broad continuing mission and that is established and so designated by the President through the Secretary of Defense with the advice and assistance of the Joint Chiefs of Staff. It normally is composed of forces from but one Service. Examples are Strategic Air Command and Military Airlift Command.

Unified command

A command with a broad continuing mission under a single commander and composed of significant assigned components of two or more Services that is established and so designated by the President through the Secretary of Defense with the advice and assistance of the Joint Chiefs of Staff, or, when so authorized by the Joint Chiefs of Staff, by a commander of an existing unified command established by the President. Examples are LANTCOM and USEUCOM.

USSOCOMACT (United States Southern Command activities)

A joint general message assigned to USCINCSO for the imposition of MINIMIZE or for the issuance of other instructions or information with USCINCSO command application. Distribution would include all U.S. Army activities located within USCINCSO's general geographical area of control that use military communications and those U.S. Army activities located in Central and South America served by Department of State communications facilities.

Section III**Special Abbreviations and Terms**

There are no special terms.

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USAPA

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